

## **F. Agency Fleet Purpose Descriptions**

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Since the State of Missouri operates in a decentralized fashion, agencies were asked to submit information that presents an overview of how their fleet is utilized.

### ***Attorney General***

- Provide a pool of vehicles for attorneys to travel to court appearances throughout the state
- Mail delivery

### ***Secretary of State***

- Operate a carpool used by employees of the office in the routine duties of their positions, which includes but is not limited to securities investigations, delivery of library grant checks, and presenting and attending seminars throughout the State of Missouri
- Delivery and retrieval of records
- Mail pickup and delivery

### ***State Auditor***

- Transportation of employees
- One vehicle designated for local courier

### ***State Treasurer***

- Operate a carpool used by employees of the office in their routine duties, which include unclaimed property and linked deposit audits, unclaimed property booths, presenting and attending seminars throughout the State of Missouri
- Mail pickup and delivery

### ***Agriculture***

- Weights and Measures Division: Fuel and scale inspections, etc.
- Grain Inspection and Warehousing Division: Grain inspections and audits, etc.
- Plant Industry Division: Nursery inspection, gypsy moth and boll weevil control, etc.
- Market Information and Outreach Division: Market reporting and scholarship awards, etc.
- Animal Health Division: Meat inspection, food safety, brucellosis inspections, animal identification, etc.
- Agriculture Business Development Division: Travel relating to program activity grants and loans, etc.

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### ***Conservation***

- The Department of Conservation (MDC) provides highway, construction, farm, marine and other equipment, which are necessary for its operations and intended for official use
- MDC vehicles and equipment are tools for staff to deliver programs and services that positively affect Missouri's forest, fish, and wildlife resources

### ***Corrections***

- Inmate transportation
- Institutional security (perimeter patrol/emergency response)
- Operate pool vehicles used by employees
- Special use vehicles for delivery of commodities (food, etc.) and materials (Missouri Vocational Enterprise products, road aggregate material, etc.)
- Institutional support and maintenance of buildings

### ***Economic Development***

- Pick up and delivery of supplies, inventory, and mail
- Support and maintenance of remote site and local buildings
- Investigations and inspections (Professional Registration)
- Operate a carpool used by employees of the department

### ***Elementary & Secondary Education***

- Support and maintain state-owned buildings
- Operate a carpool used by employees
- Support administrative functions (mailroom, print shop, telecommunications, laundry)
- Investigations and license revocations
- Transport students and staff
- Transport staff to provide technical assistance to school districts

### ***Health & Senior Services***

- Nursing home Inspections
- Hospital Inspections
- Restaurant Inspections
- Daycare Facility Inspections
- In home visits of seniors
- Milk Processing Plant Inspections
- Sewage Treatment Inspections
- Facility Air Quality Inspections
- Elder Abuse Investigations

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### ***Higher Education***

- Perform job functions in out-state Missouri
- Transport staff and board members to various meetings throughout the state
- Staff visits to public and private campuses
- Daily inter-city mail and delivery route

### ***Insurance***

- Operate a carpool to be used by department employees for regulatory functions
- Provide a vehicle to be utilized for mailroom functions

### ***Labor & Industrial Relations***

- Perform tax audits
- Perform mine safety inspections
- Support and maintain state owned buildings
- Maintain statewide information systems
- Adjudication
- Fraud and non-compliance investigations
- Support administrative functions

### ***Mental Health***

- Transport clients and consumers
- Maintenance of buildings and grounds at Department of Mental Health (DMH) facilities
- Support department programs and activities
- Provide transportation for DMH employees to conduct state business

### ***Natural Resources***

- To support the compliance assistance, planning, monitoring, research, public assistance, sampling, and when necessary investigation and enforcement associated with landfills, hazardous waste, public drinking water, water quality, air quality, soil conservation and other environmental activities
- To provide a pool of vehicles in Jefferson City for use by department staff that travel statewide to administer department programs and interact with the public regarding environmental regulation, enforcement, abatement, and planning
- To provide for an Emergency Environmental Response capability that includes responding to hazardous material spills and supporting methamphetamine abatement and lab cleanup efforts
- To support the operation, maintenance, administration, construction, and security of over 80 state parks and historic sites

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- To support providing assistance, education, and guidance in the use and protection of Missouri's geologic and land resources, including interpreting the State's geological and hydrological setting; interpreting the character and availability of its water, energy, and mineral resources; insuring the safety of dams; and determining land boundaries
- To demonstrate and publicize vehicles that employ technological advances with potential for increased energy efficiency and/or reducing the dependence on foreign oil

### ***Office of Administration***

- Support and maintain state owned buildings
- Operate a carpool used by OA employees, elected officials and numerous other state agencies
- Inspect state construction sites and leased facilities throughout the State of Missouri
- Delivery of interagency mail, printing products

### ***Office of the State Courts Administrator***

- Support the operations of state courts
- Support statewide court automation
- Support judicial and clerk training programs
- Local use; e.g., mail, I.T. operations between four facilities, etc.

### ***Public Safety***

- *Office of the Director*
  - Support of the Department of Defense Equipment Program, Narcotics Control Program and Office of Homeland Security
- *State Emergency Management Agency (SEMA)*
  - Respond to emergency situations
  - Training for city and county Emergency Management Directors
  - Preparedness and planning for city and county Emergency Management Directors
- *Alcohol and Tobacco Control*
  - Enforcement and licensing of liquor establishments
- *Missouri Veteran's Commission (MVC)*
  - Provide transportation for residents
  - Support and maintain residents and veteran's homes
  - Operate a carpool for employees
- *Missouri Capitol Police (MCP):*
  - Police patrol and security escorts
  - Response to calls for police service
  - Traffic enforcement and parking enforcement

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- *Missouri Water Patrol (MWP)*
  - Deliver law enforcement personnel with appropriate technical equipment to all areas of the state to achieve mission as defined by RSMO. Chapter 306
  - Emergency response such as floods, earthquakes, Homeland Security details and other similar missions
  - Operate a small pool of additional specialized vehicles that support the MSWP mission such as, Homeland Security, dive response vehicles, blood alcohol content testing vans, evidence vehicles and radio telecommunications vehicles
- *Division of Fire Safety (DFS)*
  - Emergency response to fires and or explosions
  - Inspections of daycare and group homes, boilers, pressure vessels, elevators, escalators and amusement rides
  - Provide pool vehicles for staff
    - Transport state property
  - *Adjutant General's Office*
    - Support of Missouri National Guard missions
    - Support facility maintenance requirements
    - Mail deliveries

### ***Department of Revenue***

- Transportation of agency staff while conducting state business

### ***Social Services***

- Direct services to the public (rehabilitation services for the blind)
- Support and maintain direct services to youth and families (youth homes, case management and aftercare services, child abuse/neglect investigations/interventions)
- Investigations of child fatalities, Medicaid and IM (welfare) fraud
- Operate a carpool used by employees of the Department of Social Services
- Mail pick up and delivery
- Transfer of equipment/supplies from one location to another

### ***Transportation***

Comprised of passenger vehicles, utility trucks, aerial units, dump trucks, sweepers and various types of off-road construction equipment to construct and maintain the state's highway system

### ***Missouri Lottery***

- Promote the Missouri Lottery by traveling to meet with retailers and sponsoring promotional events
- Sales routes and maintenance and delivery of Lottery materials

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- Support regional offices located in Kansas City, St. Louis, Springfield and Jefferson City

### ***State Tax Commission***

- Delivery and transport vehicles
- Provide a pool of vehicles in Jefferson City for transportation of agency staff for statewide travel.
- Travel to counties to perform appraisals for ratio studies
- Travel to assist county assessors